SAM Registration Guideline

U.S. Embassy Pristina
Public Diplomacy Section

STEP BY STEP GUIDELINE

What has changed?

By April of 2022, the federal government will stop using the DUNS number to uniquely identify entities. At that point, entities doing business with the federal government will use a Unique Entity Identifier (SAM) created in SAM.gov.

Choose one of the following that best describes your entity scenario:

Scenario 01

Your entity **has** a DUNS number and is registered in SAM.gov.

Scenario 02

Your entity has a DUNS number and is **not** registered in SAM.gov.

Scenario 03

Your entity does not have a DUNS Number and today's date is **before April 4, 2022.**

Scneario 04

Your entity does not have a DUNS Number and today's date is **after April 4, 2022.**

→

If your entity has DUNUS Number and is registered in SAM.gov

If you have an active or inactive registration in SAM.gov today, you've already been assigned a Unique Entity ID (SAM). It's viewable on your entity registration record in SAM.gov.
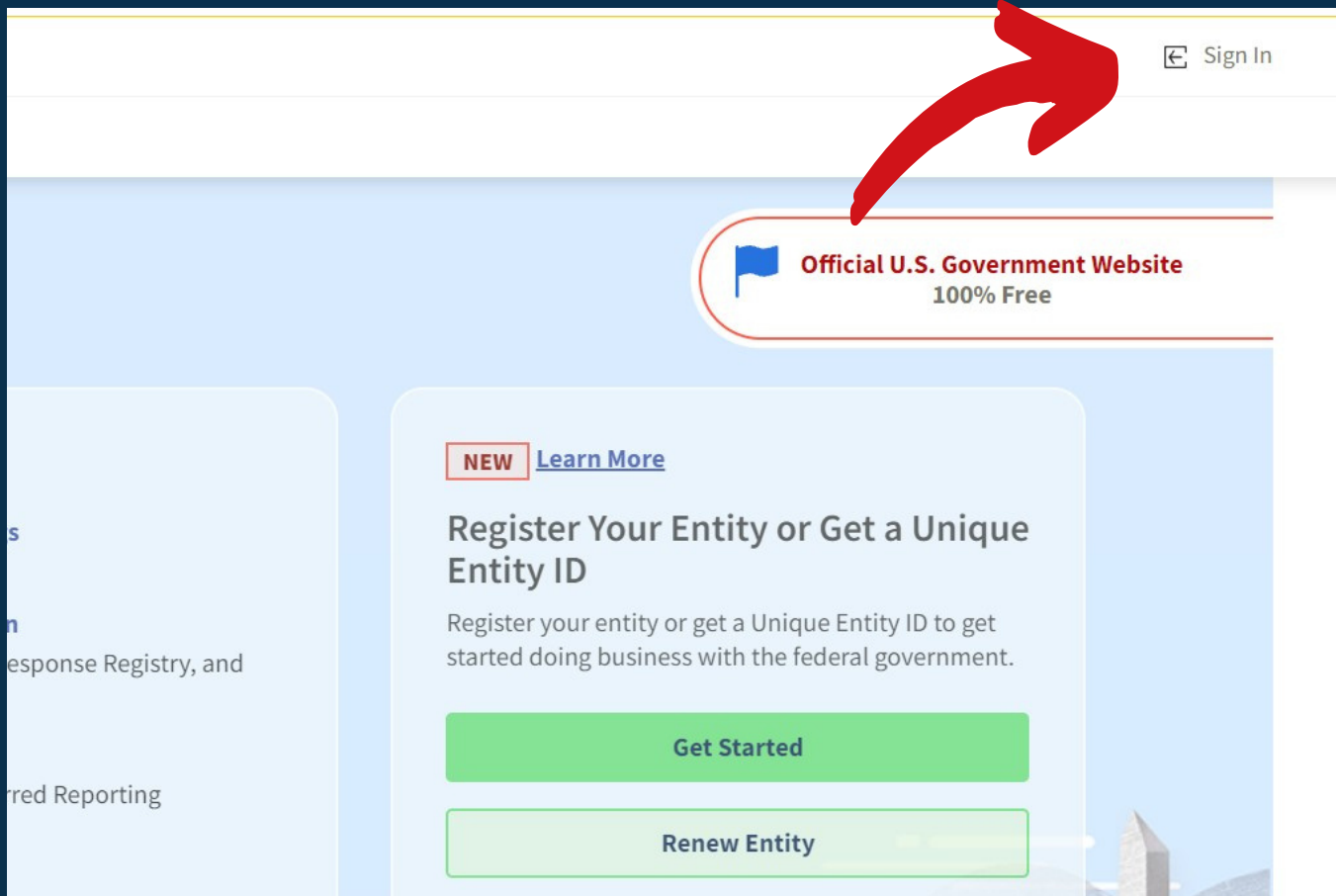
If your entity has DUNUS Number and is not registered in SAM.gov

If you currently have a DUNS Number, only need to get a Unique Entity ID (SAM), and do not want to complete a full entity registration in SAM.gov, follow next steps to get a Unique Entity ID (SAM)
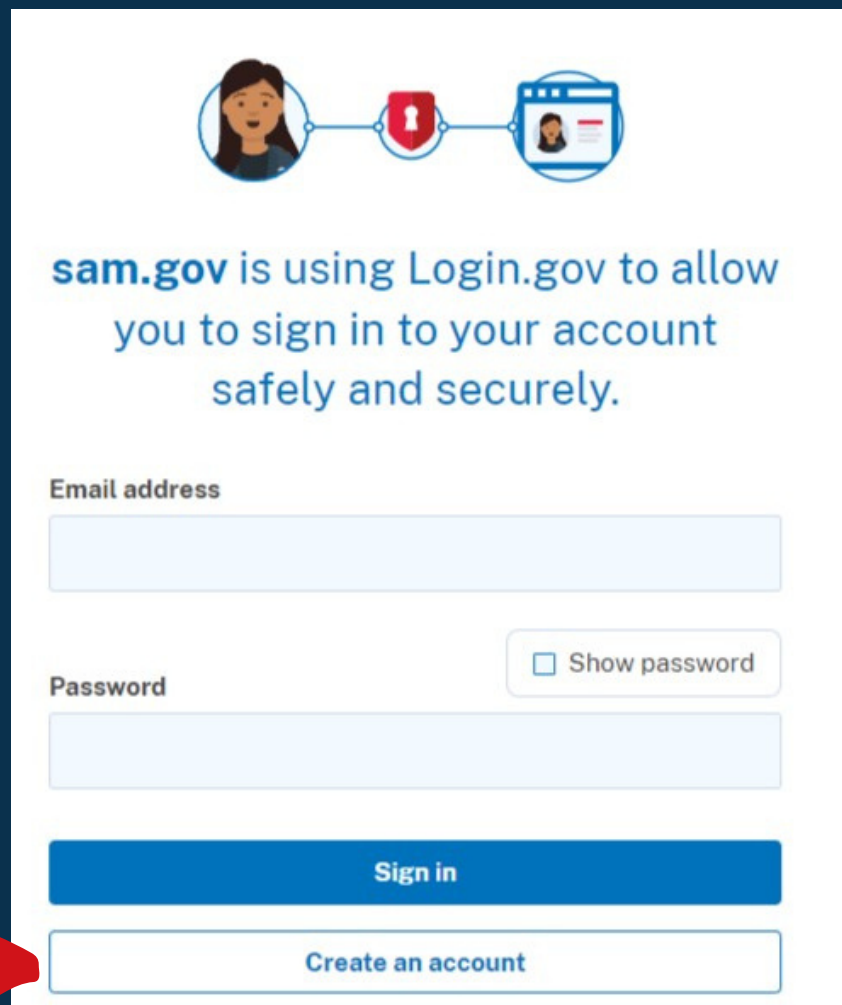
Go to www.SAM.gov.

Select "**Sign In**" from the upper right corner of the page.

If you do not have a SAM.gov account, you will need to create one.

SAM.gov uses Login.gov for authentication. Provide all required information on the registration process. Once you create your user credentials, you will return to SAM.gov to complete your profile.

sam.gov is using Login.gov to allow you to sign in to your account safely and securely.

Email address

Password   ☐ Show password

Sign in

Create an account

After you sign in, the system will navigate you to your Workspace. On the **"Entity Management"** widget, select the **"Get Started"** button.

On the first page

Enter information about your entity. Please fill out all fields that are market with **"*"** as required field, for optional fields you can choose not to answer.

On the second page

Validate that the information provided are correct. The information provided **must** match with information provided in DUNS records (special attention should be paid at entity's physical address).

If you want to restrict the public viewing of your entity, please deselect the checkbox near the bottom of the page. If you restrict the view, only you and federal government users will be able to view your Unique Entity ID (SAM).

Validate Information

The information you provided matches the following entity:

YOU ENTERED:

▒▒▒▒▒▒▒▒ ▒▒▒▒▒ ▒▒▒▒▒▒▒▒▒, **LLC**

DUNS Unique Entity ID
▒▒▒▒▒▒▒▒

Physical Address
▒▒▒▒ ▒▒▒▒▒▒▒▒ ▒▒▒▒▒▒, ▒▒▒ ▒▒▒
▒▒▒▒▒▒, ▒▒ ▒▒▒▒▒-▒▒▒▒ **United States**

WE FOUND THE FOLLOWING MATCH:

▒▒▒▒▒▒▒▒ ▒▒▒▒▒ ▒▒▒▒▒▒▒▒▒, **LLC**

DUNS Unique Entity ID
▒▒▒▒▒▒▒▒

Physical Address
▒▒▒▒ ▒▒▒▒▒▒▒▒ ▒▒▒▒▒▒, ▒▒▒ ▒▒▒
▒▒▒▒▒▒, ▒▒ ▒▒▒▒▒-▒▒▒▒ **United States**

☑ **Allow the selected record to be a public display record.**

If you feel displaying non-sensitive information like your registration status, legal business name, and physical address in the search engine results poses a security threat or danger to you or your organization, you can restrict the public viewing of your record in SAM.gov. However, your non-sensitive registration information remains available under the Freedom of Information Act to those who download the SAM.gov public data file. Learn more about SAM.gov public search results.

◁ Previous   ✕ Cancel   ▷ Next

On the third and last page

Request Unique Entity ID

You have completed validation. Select **Request Unique Entity ID** to be assigned a Unique Entity ID.

VERIFIED MATCH:

████████ ████████ **LLC** ● Public

DUNS Unique Entity ID

Physical Address

████████████████████
████████████████████ **UNITED STATES**

Before requesting your Unique Entity ID, please certify under penalty of law that you are authorized to conduct transactions for this entity to reduce the likelihood of unauthorized transactions. Then select **Request Unique Entity ID**.

☑ I certify that I am authorized to conduct transactions on behalf of the entity.

Request Unique Entity ID

Your entity is validated. You will be asked to certify that you are authorized to conduct transactions on behalf of your entity.

Select the checkbox to certify, then select the "Request Unique Entity ID" button.

On the last page, your Unique Entity ID (SAM) will be displayed, and you can begin to use it for your entity.

If your entity does not have a DUNS Number and today's date is before April 4, 2022

Before April 4, 2022, the DUNS Number issued by Dun & Bradstreet is the authoritative entity identifier used by the federal government.

You need to get a DUNS Number first before you can request a Unique Entity ID (SAM).

Go to https://fedgov.dnb.com/webform/ to request a free **DUNS** Number.

**Welcome to the D&B D-U-N-S Request Service
for US Federal Government Contractors and Assistance Awardees**

If you are getting ready to apply for a federal contract or assistance award, you've come to the right place. The first step is to get your D-U-N-S Number. We will assign the nine-digit, unique D-U-N-S Number free of charge to a valid business entity based on their legal business name and physical location.

Select **D-U-N-S Search/Request Process** to begin. From here you can:

- **Do a quick search to see if you already have a D-U-N-S Number**
  - If you find your D-U-N-S Number, you can email it to yourself.
- **Request a D-U-N-S Number**
  - The request form takes approximately five minutes to complete.
  - D&B has controls in place to mitigate fraud and protect data integrity. Please be patient while we run these checks. It usually takes one to two business days to get your new D-U-N-S Number.
  - Once our checks are complete, you'll get an email (to the email address you provide on the request form) with your new D-U-N-S Number. Make sure @dnb.com is not blocked.

Please select **"Kosovo"** as your country to proceed and fill out the highlighted parts, then search if you can find your entity.

Enter the following information for companies located in KOSOVO and click the submit button to execute your search.

Business Name

Street

City

Phone

Click here for a new image
Click here to listen to audio
Click here to download wav file

Enter the verification code shown:

This is to prevent automated registrations

Submit

If your entity if listed but you don't know you DUNUS number, please click on "**Request Your Existing DUNS Number**".

If you can't find your organization name in the list, please click on **"Request a New DUNS Number."**

Please fill out all required fields and submit your request. It can take 1-2 business days before your DUNS Number is issued.

When you are assigned your DUNS Number, return to SAM.gov and follow the steps outlined under the "**Your entity has a DUNS Number and is not registered in SAM.gov**" section of this guide.

Request for New D-U-N-S Number

Any affiliated companies at the same address, will not be affected. If there are affiliated companies at the same address, please specify in the Notes section.

Complete the information below to obtain a new D-U-N-S Number for your company's physical location.

Note: All fields are required unless otherwise indicated.

Company Name

? Legal Name	
? Legal Structure	Select one ▾
? Tradestyle Name 1 (optional)	
Tradestyle Name 2	
Tradestyle Name 3	
? Phone Number of Business (at the location listed below)	

Physical Address (Postbok, Post Box and APO/FPO address not accepted)

? Street	
? City	
? State	
? Zip Code + 4/Postal Code	
Country	KOSOVO ▾

Mailing Address (optional)   ☐ Same as Physical Address

? Street/ P.O. Box	
City	
State	
Zip Code + 4/Postal Code	
Country	Select one ▾

Organization Information

? Executive Name	
Title	Select one ▾
? Primary SIC code	
? Description of Operations	
? Socioeconomic Data	Select one ▾
? Number of Employees(includes owners, partners, and/or officers)	
? Annual Sales or Revenue	

? Parent Organization (optional)

Name	
Street	
City	
State	
Zip Code + 4/Postal Code	
Country	Select one ▾

? Notes (optional)

If your entity does not have a DUNS Number and today's date is after April 4, 2022

After April 4, 2022, the federal government will have no requirement for the DUNS Number.

You can get a Unique Entity ID (SAM) for your entity on SAM.gov. The Unique Entity ID (SAM) is provided to entities who request to only get a Unique Entity ID (SAM) and to entities who complete an entity registration.

Sign in to you SAM.gov account, the system will navigate you to your Workspace. On the **"Entity Management"** widget, select the **"Get Started"** button..

NCAGE Code

To be equipped with DUNS number an registered in SAM.gov your entity needs also to have a NCAGE code.

Please follow the instruction on the next page for NCAGE code registration.

Go to
https://eportal.nspa.nato.int
/Codification/CageTool/ho
me to request NCAGE code.

By clicking on the circled
button, you can first search if
your entity already has a
NCAGE code

Write your entity name, and if you are already registered you can find your entity details on the results section.

NCAGE Code		Organization Name
Wildcard search (*) is possible		
Country	✕	City
Data Universal Numbering System		Identification Number
Postal code		Street

Search

Results

Total NCAGE codes found: 1

NCAGE code	Status	Organization Name	City	Street	Country	Entity Type	Duns
	A		PRISTINA			G	

If you don't have an NCAGE number register, you should start the registration process. Click on the right side of the panel to start the registration process.

Click on the "**REQUEST NEW"** button. Please follow the registration instructions carefully and provide required information.

You didn't find your organization NCAGE data record?

In case you didn't find the NCAGE code when filtering out your organization name, you can request a new NCAGE code. Click on the button below and simply follow the wizard.

NCAGE Code create/update request submission is free of charge.

Request New

Kosovo is not listed in the dropdown menu under the country section, therefore you should either select **Albania or Serbia** as your country.

Please make sure that organization address is written properly. NCAGE and SAM registration information must match.

1. Start: Country Check

This application allows requesting NCAGE codes for the entities located at any country across the world except of USA, Italy and Great Britain. National Codification Bureaux of USA, Italy and Great Britain require submitting the NCAGE Code request via national web sites.

Type of Entity*
Other

Other (Description)
Non for profit organization
If you selected 'Other', please describe.

Other (Description)*
Emergency: 3 (business days)

Country*
ALBANIA

Next

On the second page, you can only fill out the Organization Name which is a required filled and continue to the next page.

On the third page please fill out the required field marked with "*" (Street, City and Postal Code).
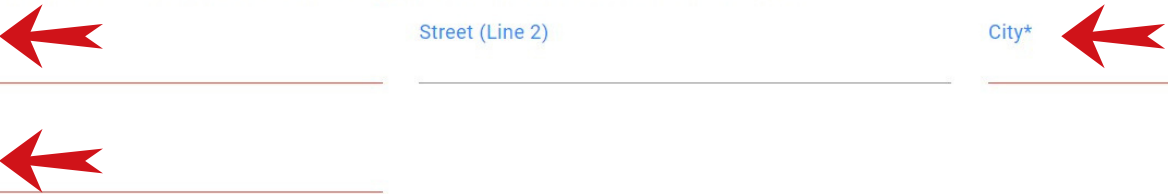
③ Organization Data:Geographical Location

Enter a maximum of information related to the entity to be recorded in the NCAGE database.

Street (Line 1)*   Street (Line 2)   City*

Postal Code*

Back   Next

Forth page is optional, you can provide the required information or skip it.

4 Organization Data: Postal Location

Enter a maximum of information related to the entity to be recorded in the NCAGE database.

Post Office Box   City   Postal Code

Back   Next

On the fifth page, the required field is Email, other fields are optional. Please provide your entity's email address in the required field

This is also an optional page, you can fill it out or leave it empty and continue on the next page.

On the seventh page all fields are required, so please answer to each question. Required fields are marked with arrows.


7 Questionnaire

Additional information related to your request (not recorded in the NCAGE database).

Type of Activity

Manufacturer of Goods?*	Vendor of Goods?*	Service Provider?*
No	No	No

Development of Public Standards?*	Government Department or Unit*	Military Standard Organization*
No	No	No

Other*
Non for profit organization

Future Business

NCAGE code needed for an invitation to tender?*

A contract with an armed force or a NATO agency is in preparation or already signed?*

The NCAGE code is requested by the System for Award Management (SAM)?*

No	No	Yes
NCAGE code needed for an invitation to tender	A contract with an armed force or a NATO agency is in preparation or already signed	The NCAGE code is requested by the System for Award Management (SAM)

Former NCAGE Code

A NCAGE Code Was Previously Allocated?*
No

Back   Next

On the eighth page please provide your personal information such as First Name, Last Name and Email address.

8 Initiator Information

Additional information related to your request (not recorded in the NCAGE database).

First name*

Last name*

Email*

Organization Name

Address

Country

Phone

Only digits allowed.

Back   Next

And in the final step, place check again of the information you provided are accurate and then click on the **"Submit your Request"** button. You will receive an email to confirm the registration.

Have a question?

For SAM.gov question please click on the HELP section at www.sam.gov.

If you need additional information on SAM registration contact us at PristinaGrants@state.gov.